Recreational Trails Program Grant
Trail Project Score Sheet

PROJECT TITLE: _____

APPLICANT ORGANIZATION: _____

Instructions for Reviewer: 1) Determine if you have a conflict of interest by completing the conflict of interest section below. **2)** Review the entire score sheet. **3)** Read the entire application. **4)** Score each section listed below using a gradient for points. <u>You may choose to give none, some, or all of the allowable points depending on the quality of the particular submittal.</u>   **5)** Total the score box on front page. **6)** Sign the score sheet. **7)** Keep comments written on this score sheet constructive. **8) This score sheet has been revised.** Make note of ways to improve this scoring process. **9)** Refer to the detailed instructions if you have questions.

<u>**SECTION I**</u>: *Do you have a conflict of interest?*

If you have a conflict of interest because you are closely associated with the applicant, or for another reason, **STOP! Do not** score the application. Please check the appropriate conflict of interest response, fill in the project title and applicant name, print and sign your name, and submit the unfinished form. Thank You!

I **DO** have a conflict of interest_____   I **DO NOT** have a conflict of interest_

REVIEWER'S PRINTED NAME:_____   **Date** _____

SIGNATURE:_____

<u>**SECTION II. General Quality and Accuracy: 25 points possible**</u>

General quality and adherence to directions	Possible Points	Score
1. The application is complete, the budget is very detailed and the math is accurate; the project and budget narratives are well composed and complete; there is a complete and realistic schedule broken into weeks with milestones as required; there is quality execution of all parts. The applicant followed the Application Instruction and Information Manual closely and obviously utilized available resources for completion of the package. The applicant-if applicable- has exhibited high performance standards in past grant management. This project has obvious public benefit. ***Please use a critical eye. This is competitive. Unfortunately very few applications are high quality, "A" work. This is not about "effort" but "execution". Please only award as many points 0-25 as you feel the applicant deserves for fulfilling these requirements. Please be prepared to discuss.	25	

Comments (continued comment space top next page**):   Section Score_____ (25)

SECTION III. Project Description: 10 points possible

Project Description, Scope of Work See Sections 3 and 4 of application	Possible Points	Score
1. <u>Trail Project</u>-Evidence of access permission from all property owners is included; easement is documented or a willingness to sell letter is provided. **OR** <u>Educational or Training Project</u> – Application describes training and/or educational content to be produced and provides mock-up or illustrations showing intended content and appearance of finished product. **OR** <u>Equipment Purchase</u>– Application clearly describes equipment to be purchased and describes the project scope for which it will be utilized.	5	
2. Project Description and Location – Application contains a clear description of the proposed project's scope of work, that could include trail construction details, facilities or features to be installed, environmental restoration, reroutes, marking and signage, education and safety program details, products, or desired outcomes, and as much detail as necessary to understand the proposal thoroughly. **See: Project Narrative, Section 4 of application.** If applicable, vicinity and site-specific maps are included that clearly and legibly illustrate the location of the project, and identify landowners of all underlying property, or where equipment will be used **See: Section 3 of application and ATTACHMENT G**	5	

Comments   Section Score_____ (10)

SECTION IV. Timeline: 10 points possible

Detailed timeline of project milestones See Section 5 of application.	Possible Points	Score
1. Schedule is identified and broken down into milestones and by number of weeks to accomplish each; it is realistic, and matches project description. Applicant provided realistic estimates of project start and end dates. This schedule results in a feasible end date. (This is a new requirement from FHWA.) Project is ready to be implemented. Please only award as many points, 0-10, as you feel the applicant deserves for fulfilling these requirements.	10	

Comments: Section Score_____(10)

SECTION V. Proposed Budget: 25 points possible

Proposed Budget Section 6 of application.	Possible Points	Score
1. The NEW excel-format budget is used and the information is detailed, understandable and legible. Categories are filled throughout the table. Totals are correct. If required, vendors are identified and three quotes **(Attachment I)** have been obtained when equipment amounts exceed $1000. Contractor bids should be provided as attachments.	10	
2. Sufficient explanation and narrative was given to backup and justify budget expenditures.**(EX: Trail building specialist/ 10hrs@$22hr= $220)**	10	
3. Is match met and math correct? (Match for DPOR= project total x 9.03%. Match for all others = 20%) (See Part B, "Application Process" section of instructions.) All match must be accounted for in the scope of work. (no future, unsecured volunteers may be used as match)	2	
4. Labor hours are consistent with the project description and timeline, and are reasonable for location and project type.	2	
5. Supplies and equipment listed are consistent with the project description in the narrative. Supplies/equipment/materials etc. are broken out into individual costs and not lumped together.	1	

Comments: Section Score_____(25)

SECTION VI. Project Funding and Sponsor Commitment: 2 points possible

Project Funding, Sponsor Commitment, and Sponsor Match **See Sections 7 & 10 of application. (The project sponsor is the applicant organization)**	Possible Points	Score
1. Organizational experience with similar projects; long term maintenance plan is in place. **(This can come from previous grant experience, project narrative, or other.)**	2	

Comments: Section Score_____(2)

SECTION VII. Public Benefit: (14 points possible)

Public Benefit Section 8 of application.	Possible Points	Score
1. Importance and needs are clearly described and the project benefits the general public at little to no cost.	5	

	Possible Points	Score
2. Estimated number and types of users provided.	2	
3. Does the project provide new recreational opportunities?	2	
4. Does the project solve a recreational problem or create a missing recreational link?	2	
5. Does the proposal provide opportunities for people who are experiencing disabilities? (ramps, railings, benches, accessible bathrooms etc.) **Please do not provide this point unless infrastructure is clearly identified in this section and in the budget. This does *not* mean the project has to be ADA certified.**	2	
6. Does the proposal provide opportunities for youth development? **Please do not provide this point unless specific details are clearly identified in this section and the budget, including: Who/When/Dates/Confirmed?**	1	

Comments: Section Score_____(14)

SECTION VIII. Community Support: 14 points possible

Community Support **Section 9 of application.**	Possible Points	Score
1. <u>**Current**</u> letters **(3)** of support from potential project beneficiaries are included, **unless** it's a State Parks' Project and then one letter from the Advisory Board is required. (Current e-mailed updates to older letters are also acceptable.)	3	
2. Project is included in, or consistent with, local land use plan. If not in adopted plan, a letter or resolution of support is included from governing bodies. **This is an RTP requirement.**	5	
3. Example of Public Notice posting is provided; posting includes current dates and locations; It was posted publically by the posting date of October 15; applicant described any project support and/or opposition received from notice posting, and plans to address any opposition **OR** project specific public involvement process has been documented and is adequate.	3	
4. Local community organizations, clubs, and/or public agencies have given this project priority. **(Shown through letters and resolutions of support and inclusion in management plan- Attachments A and B)**	3	

Comments: Section Score_____(14)

You may add additional pages for comments: (Please keep these constructive- these are public documents)